

LOGISTICS SERVICES DIVISION
WEEKLY REPORT
PERIOD ENDING - 20 JULY 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

No items this reporting period.

II. Items/Events of Major Interest:

a. Memorial Wall and Book: The addition of two new stars to the Memorial Wall and the printing of the year 1983, two stars, and the name Robert C. Ames in the Book of Honor were completed last week. Both pages of the book are now completely filled, and any future additions will require turning the page or reprinting the names and dates in a reduced format.

b. Special Assignment: Chauffeur service was provided for a guest of the Latin America Division from 17 through 19 July 1983.

c. Renovation of Couriers' Lounge: Drawings are underway to renovate the couriers' lounge by adding a kitchen module. The Architectural Design Staff, LSD/OL, is awaiting specifications from [REDACTED]

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d. Remodeling in Director's Office: Drawings were issued to the Space Maintenance and Facilities Branch, LSD/OL, for the remodeling of the area occupied by the Special Assistants to the Director in Room 7D60 Headquarters.

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e. Water Leak at Plaza A Building: On Friday, 15 July 1983, [REDACTED] Air-Conditioning Company and [REDACTED] Roofing Company coordinated in an effort to locate the water leak from the roof of Plaza A Building into the conference room of the Director of Development and Engineering. After flooding the roof with a garden hose for four hours, no leak was observed; however, when water was forced into the air handler, a leak was observed in the conference room. [REDACTED] Air-Conditioning Company will return to Plaza A Building on Wednesday, 20 July, to reseal the entire air handler.

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f. Installation of Power and Telephone Outlets: The electric shop completed the installation of 10 power and telephone outlets in Rooms 1A-26/1B-3503 Headquarters Building. This job was handled on a priority basis in order to relocate personnel of the Office of Data Processing from Rooms GD-45 and GD-5301 to allow for the expansion of the Headquarters Secure Telephone Service.

g. Air Handler Problem at Key Building: On 15 July 1983 GSA responded to a call from the Foreign Broadcast Information Service regarding an air handler problem in Room 1107 Key Building. The unit functioned properly until further service was needed on Sunday, 17 July. GSA was not able to complete repairs on Sunday, and the mechanics returned on Monday, 18 July, to finish the job.

III. Significant Events Anticipated During the Coming Week:

Executive Dining Room Office Renovation: Carpenters, electricians, and the paint shop are scheduled to work this weekend to install new cabinets, relocate the light, and install conduit for two telephones in the office of the Executive Dining Room.



Chief
Logistics Services Division

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